Business Services Online Tutorial

How to use Request Resubmission Extension

Step 1: Login to Business Services Online via the Business Services Online Welcome Page.

Step 2: Select the 'Request Resubmission Extension' link from the Business Services Online Home Page.

Step 3: The Request Resubmission Extension page will display.

Step 4: Enter your Employer Identification Number (EIN), Wage File Identification Number (WFID) or Tape Library Control Number (TLCN), and Receipt Year.

Step 5: Select 'Request Extension' to process request or select 'Cancel' to exit.

Step 6: After you have submitted your request, a Request Extension Acknowledgement Page will display.

(**Note**: If you have not acknowledged receipt of your notice prior to requesting an extension, you will receive the following error message.)

If you receive this error message, select 'Acknowledge Notice and Request Extension'. The Acknowledge Notice page will display. Repeat steps 1-5.